

**TOWN COUNCIL OF LEO-CEDARVILLE
MEETING MINUTES
OCTOBER 23, 2012**

SPECIAL SESSION: The town council of Leo-Cedarville met in special session on October 23, 2012 at 5:53 PM at the Town Hall of Leo-Cedarville, located at 13909 Pony Express Run, Leo, IN 46765.

ATTENDANCE: In attendance were John Clendenen, president; Tim Richards, vice president; Ted Garton, and Paul Steffens, council members; Peggy Garton, town manager; and John Eastes, clerk-treasurer. Kevin Veatch, council member, was absent.

President Clendenen called the meeting to order and led attendees in the “Pledge of Allegiance.”

SPECIAL PRESENTATION(S): RFPs (Request for Proposal) to modify and improve the town’s comprehensive master plan and park master plan have been received, and the following vendors presented and were interviewed by council members during a special meeting called for said purpose: At 5:45 PM., Miguel Trevino, Stephen Metzger and Craig Hudson of DLZ Indiana, LLC; and at 6:30 PM, Bradley Johnson of GroundRules.

Items of discussion included enhanced funding opportunities, services offered to the community; scheduling, with an estimated period of time to gather data and community input information; development of prioritized needs/goals; accomplishment of planning goals, once established; process highlights; and resume/experience qualifications.

REGULAR SESSION: Following the above-noted special session, the town council of Leo-Cedarville met in regular session on October 23, 2012 at 7:00 PM at the Town Hall of Leo-Cedarville, located at 13909 Pony Express Run, Leo, IN 46765.

ATTENDANCE: In attendance were John Clendenen, president; Tim Richards, vice president; Ted Garton, and Paul Steffens, council members; Peggy Garton, town manager; and John Eastes, clerk-treasurer. Kevin Veatch, council member, was absent.

MINUTES: Council approved the minutes of October 9, 2012 as drafted.

2013 FINAL BUDGET ADOPTION HEARING: President Clendenen convened the second and final budget adoption hearing for 2013 appropriations and tax rate, with action as noted below.

Mr. Eastes noted that he had assembled a packet of ready-for-adoption budget documents and distributed said packet to council member mailboxes on October 16. Mr. Eastes reviewed and recommended the following two (2) items for adoption to complete council’s portion of the 2013 budget adoption process: “2012 Leo-Cedarville Appropriation Reduction Resolution”; and “Ordinance 2012-10,” an ordinance to adopt appropriations and tax rate for 2013.

Mrs. Steffens moved to waive reading “Ordinance 2012-10” in its entirety; Mr. Richards provided a second; and the motion passed by a unanimous voice vote of council members present.

Mr. Steffens moved to adopt “Ordinance 2012-10”; Mr. Garton provided a second; and the motion passed by a unanimous voice vote of council members present.

After passage of the above-noted ordinance, President Clendenen highlighted key portions of the “2012 Leo-Cedarville Appropriation Reduction Resolution.”

Mr. Richards moved to adopt the 2012 appropriation reduction resolution; Mr. Steffens provided a second; and the motion passed by a unanimous voice vote of council members present.

Passage of the resolution reduced 2012 expenditure appropriations in the General Fund by \$75,000; Motor Vehicle Highway fund by \$75,000; Local Road and Street Fund by \$60,000; Cumulative Capital Improvement Fund by \$55,000; and Cumulative Capital Development Fund by \$50,000.

Mr. Eastes plans to submit a signed copy of the above-noted resolution and budget ordinance for 2013 to the state’s Gateway site within 48 hours, as per the requirement of the DLGF (Department of Local Government Finance).

President Clendenen closed the above-noted budget adoption hearing at 7:20 PM and reconvened the regular session.

SPECIAL PRESENTATION(S): The following vendors capable of providing the town with managed small business network support and IT solutions at its town hall location presented quotes and were interviewed by council members: Arian Yoder of Sonit Systems and Ralph Compagnone and Daryle Cavanagh of Executive Technologies.

Operating systems; software; data backup, with off-site data storage options; annual maintenance charges; the initial cost to install a server and benefits of each provider’s service options were discussed. Action on the topic was tabled.

PRESIDENT CLENDENEN: President Clendenen presented the following:

- The “Real Estate Purchase Agreement” by and between the City of Fort Wayne and the Town of Leo-Cedarville, for a tract of land located along the east bank of the St. Joseph River and the west side of Schwartz Road, is on the next meeting agenda of the City of Fort Wayne Public Works’ Department and is expected to receive both a favorable reception and final approval by said department.
- An update on planning for future Riverside Gardens’ improvements was discussed.

REPORT of the TOWN MANAGER: Mrs. Garton presented the following:

- The Director of Safety for East Allen County Schools met recently with Mr. Schnelker, of Schnelker Engineering, and Mrs. Garton at the town hall.

- The leaf pickup schedule has been published, and leaf vacuum operations have commenced.

SALARY/WAGE DISCUSSION for 2013: Mrs. Garton reported that an additional meeting was held with Mr. Tom Harris to discuss setting salary and wages based upon an analysis of state and like-sized community salary/wage ranges as well as employment scope of responsibility descriptors. Mr. Harris is expected to present his findings and recommendation(s) before council on November 13, 2012.

Mrs. Garton noted Flashpoint's service proposal agreement, as previously distributed to council members.

By consensus, salary discussions for the positions of town manager and clerk-treasurer remain tabled.

2013 Northeast Allen County Fire and EMS Contract: By consensus, a Northeast Allen County Fire and EMS, Inc. "FIRE and EMS Protection Contract" that was introduced on October 9 remained tabled until the next regular meeting, scheduled to occur on November 13, 2012.

REPORT of the CLERK-TREASURER: Mr. Eastes distributed the following for council review: A financial funds' statement as of October 23, 2012 and an appropriation report prepared as of October 23, 2012.

As a result of attending an October 18 SBOA (State Board of Accounts) state-called meeting, Mr. Eastes recommended adoption of a \$5,000 threshold for recording capital assets.

VOUCHERS APPROVED BY COUNCIL SIGNATURES:

- October 23, 2012 line-item form totaling \$19,102.44.

Summary: The total amount of all vouchers approved by council was \$19,102.44.

Regular Session: Council will meet in regular session at 7:00 PM at the Town Hall of Leo-Cedarville on November 13 and November 27, 2012.

MOTION TO ADJORN: Mr. Garton moved to adjourn the meeting; Mr. Richards provided a second; and the motion to adjourn passed by unanimous voice vote.

APPROVE:

ATTEST:

JOHN CLENDENEN, Council President

JOHN EASTES, Clerk-Treasurer